

## REGIONAL NAF PERSONNEL OFFICE

### MWR Dept/NSA, VQ-Sewell's Point Sub-Region, Regional Recycling Program

## VACANCY ANNOUNCEMENT

02/20/04

Does not confer to Civil Service Status

POSITION: **Office Automation Clerk**  
NF-0326-02

ANNOUNCEMENT# **SP 35-04**

Salary: \$8.50 per hour  
LOCATION: MWR Dept., Fitness & Sports Division  
Norfolk, VA 23511

CLOSING DATE: Open Until Filled

**AREA OF CONSIDERATION: Open**  
**NOTE:** No relocation costs will be paid

(1) Position, Full-time  
Direct Deposit of salary is a condition of employment

**DUTIES:** Performs receptionist duties in a pleasant, professional manner. Receives visitors, answers and directs phone calls, and determines if caller or visitor requires the personal attention of supervisory personnel. Responds to inquiries and provides information regarding events and programs. Provides quality customer service to all customers. Provides direct administrative support to the entire department. Types letters, notices, schedules and other correspondence. Maintains office files, routes incoming mail and other documents. Receives incoming electronic or U.S. Mail correspondence. Maintains and orders office supplies. Maintains accurate information and records. Maintains bulletin/information boards and displays where appropriate. Deals with on and off base service providers. Performs other related duties as assigned.

**QUALIFICATIONS:** Must be able to read, write, and understand both written and verbal instructions. Must be able to add, subtract, multiply, and divide accurately. Must have the knowledge of basic English grammar, spelling and punctuation. Must have the skills of a qualified typist and the ability to operate an electric typewriter and a personal computer. Must have working knowledge of MS Office software (Excel, Word, and Access). Must be able to operate related office equipment such as a copier, fax machine, answering machine, etc. Must be able to provide outstanding customer service by dealing pleasantly and effectively with customers both in person and over the phone. Must be adept at using maximum tact and diplomacy. Must display a positive, professional demeanor. Must be able to keep accurate, neat records and files.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: Regional NAF Personnel Office, 1200 Fechteler Road., Norfolk VA 23505. (Corner of Terminal Blvd and Diven Street)

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available

at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**-VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC

name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS Line: 440-JOBS (5627)

